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T/L/M-12
26 February 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

Minutes of the Twelfth Meeting, 16 February 1965

Members or Their Representatives Present

25X1 NSA -
CIA -
DIA -
STATE -
CSS -

Others Present

None

25X1 1. opened the all-day meeting by distributing copies of DoD Directive 5000.11 dated December 7, 1964, subject: Data Elements and Data Codes Standardization Program. He then referred to paragraph 15 of CODIB-M-60 concerning a BoB letter to CIA on compatible systems development. The BoB letter identified the geopolitical area code which DoD has adopted and suggested CIA also consider its adoption. The CIA reply did not concur in the proposed adoption.

25X1 2. provided follow-on information since the CIA non-concurrence was dispatched to BoB. He covered a meeting called by BoB on 15 February 1965. The purpose of this meeting was to obtain advice from representatives of selected executive agencies on the method of proceeding to achieve Government-wide standardization of geopolitical data elements, and codes for representing those elements in Government systems. In addition to CIA and the CODIB Support Staff, the following agencies were represented at the meeting: State, Defense, GSA, Commerce, Post Office, Labor, ICC and CAB.

3. The Chairman of the meeting, Mr. William Gill of BoB, hoped to finalize another letter to the respective agencies which would initiate

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Group 1
Excluded from automatic
downgrading and
declassification.

necessary actions to achieve the stated objectives. This hope was not achieved at the meeting and representatives were requested to report back on their participation intentions and, if possible, provide the names of representatives by 17 February 1965. Throughout the meeting there was much discussion of the requirements for such standardization, how it might be achieved, the pitfalls involved therein, the extremely broad scope of the effort, etc.

25X1 4. [] noted that from the foregoing information it was apparent that the content control problems being addressed by the team were receiving much and varied attention at many levels in government. He hoped that our experience in addressing the area classification problem might provide valuable insights and guidance to other on-going and future undertakings in this area. Toward that end, he indicated a desire to move rapidly on the area aspects of the content control problem.

25X1 5. [] then reported on her experience in identifying and describing in detail various area codes and area classification schemes. Mr. Toler distributed copies of an extract from the SCIPS Stage I Report containing 28 different indexing tools and codes dealing with area control. It was noted in both cases that there were some discrepancies in identifying and describing these area control items. It was decided that both lists would be updated as well as corrected.

25X1 6. [] reported on the results of his efforts to date in analyzing the characteristics of the ISC Area Classification Code, the DIA Geopolitical Code for Intelligence Systems and the Department of State Country abbreviations appearing in its Records Classification Handbook. It was the consensus that this analysis be continued and the results considered for reporting at a later date.

25X1 7. Discussion turned to the problem faced by DIAMS in modifying its Minicard area coding to conform with the DoD directive on the Geopolitical Code. Currently the DIA Minicard system employs the ISC area classification code. [] indicated that a group is working on the problem of converting Minicard area coding to the DIA Geopolitical digraph and that he could report on the group's findings and recommendations at the next meeting. Discussion took place concerning interface problems of the two systems, the need for continued compatibility, the nature of changes required, methods for doing so, etc. It was noted that [] is on the CODIS Subcommittee on Classification and that this group would have to consider recommendations for changes to the ISC area classification systems. 25X1

25X1 8. Following lunch the team addressed subject classification systems. Discussion centered around the ISC Subject classification system, the Intelligence Publications Index, and Department of State Records Classification System. [] indicated that he would provide information on the AIF category code. The extract from the SCIPS Stage I Report mentioned in paragraph 5 above contains a list of 58 different subject coding schemes. Discussion of the relative size and depth of subject codes for content control ensued.

9. "Classing" of subject content, e.g., indicating that a document mentioned personalities by name, vehicles by number or other identifications, installations by name or functions, an address system, etc. as a shallow content control technique was discussed. Also considered was the application of a rather broad hierarchical classification system to perform this role, or a combination of both these techniques to provide adequate subject content control.

10. The team then discussed item categorization being developed by Task Team II As a possible basis for determining what item categories were prime targets for application of content control. [] noted that form and method of transmission would be factors to be considered in applying a content control scheme. He recommended that these be provided for in Team II's item categorization. It was concluded that some item categories might lend themselves to content control more readily than others and that some items were not, at present, disseminated based on subject or area content. Rather, such items receive standard distribution, usually, as a series. The impact of this latter type distribution on the user was discussed. The question was raised as to whether an item that was currently receiving standard-series distribution should be considered a candidate for content control. It was decided tentatively that for purposes of design all except electrically transmitted items generally falling in the category of "processed information" as defined by Task Team II should be considered. The need for pilot tests and incremental introductions of content control applications prior to and during implementation was touched upon briefly.

11. The next meeting of the team will be an all-day session commencing at 0900 hours on 5 March 1965 at CIA Headquarters.

[]
Secretary

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